

Message Text

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53

ACTION OIC-02

INFO OCT-01 IO-10 ISO-00 STR-04 DLOS-05 OC-05 CCO-00 H-02

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P 051530Z FEB 75

FM USMISSION GENEVA

TO SECSTATE WASHDC PRIORITY 457

UNCLAS GENEVA 0715

E.O. 11652: NA

TAGS: OCON, ASPT

SUBJECT: LAW OF THE SEA, MARCH 17-MAY10, 1975

ADMINISTRATIVE ARRANGEMENTS

REF: STATE 021929

REMARKS KEYED TO NUMBERED PARAGRAPHS IN REFTEL.

1. SPACE

BOTANIC BUILDING

A. FOLLOWING ARE NUMBER OF DESKS/TABLES THAT CAN BE PLACED IN
ROOMS AVAILABLE PER REFTEL:

ROOM NO.	DESKS PRESENTLY	SPACE	TOTAL DESKS
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IN ROOM	ADDL. DESKS
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202	2	4	6
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203	2	4	6
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204	2	4	6
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205	1	2	3
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206	1	2	3
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207	1	2	3
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208	1	2	3
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209	2	4	6
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210	2	1	3
-----	---	---	---

211	1	2	3
-----	---	---	---

212	6	-	6
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213	1	2	3
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214	1	2	3
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215	2	4	6
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216	1	2	3
217	1	2	3
218	1	2	3
219	1	2	3
TOTAL	29	43	72

B. IT SHOULD BE NOTED THAT UTILIZATION OF SPACE AS DESCRIBED ABOVE DOES NOT PROVIDE A PRIVATE OFFICE IN THE BOTANIC BUILDING FOR ANY MEMBER OF THE DELEGATION OR SPACE THAT CAN BE USED AS A DOCUMENT CENTER.

ESSENTIAL THAT BOTANIC BUILDING CONFERENCE ROOM 316 BE AVAILABLE TO LOS FOR EARLY MORNING AND OTHER STAFF MEETINGS SINCE MISSION AND OTHER DELEGATIONS FOR THEIR EARLY AM STAFF MEETINGS.

C. THE MISSION'S 8TH FLOOR OFFICES NOT AVAILABLE SINCE THEY ARE OCCUPIED BY AMBASSADOR SHERER AND MEMBERS OF THE CSCE DELEGATION.

RE PROPOSAL TO HAVE AMBASSADOR STEVENSON, MR. MOORE AND SECRETARIES IN THE MISSION. MISSION CANNOT TIE UP FOR SUCH A LONG PERIOD OF TIME WHAT LITTLE SPACE REMAINS FOR CONFERENCE NOT YET KNOWN BUT WHICH ARE EASILY PREDICTABLE.

SINCE LOS CODES ARE NOT LIKELY TO REMAIN FOR LONG PERIODS SUGGEST THEY BE ACCOMMODATED AT MISSION AND THAT LARGE OFFICES EARMARKED FOR THEM BE ALLOCATED INSTEAD TO AMBASSADOR STEVENSON, MR. MOORE, ET AL. THIS WOULD AVOID SPLITTING DELEGATION AND WOULD GIVE MISSION MINIMUM FLEXIBILITY IN NEED FOR OTHER CONTINGENCIES.

D. WE WERE NOTIFIED BY CHIEF, CONFERENCES SERVICES AT THE PALAIS, THAT NO OFFICE SPACE WOULD BE AVAILABLE IN THE PALAIS FOR LOS DELEGATIONS.

2. PERSONNEL

A AND B. ALL SECRETARIES LISTED IN REFTEL AVAILABLE FOR ENTIRE PERIOD, SHIFT WORK AND WEEKEND DUTY, EXCEPT:

- MRS. FONG AVAILABLE 0900-1600 DAILY AND 1-2 SATURDAYS EACH MONTH.

- MRS. REILLY. NOT AVAILABLE EVENINGS OR WEEKENDS.

- MRS. PROSSER. NOT AVAILABLE EVENINGS OR WEEKENDS.

- MRS. MAFFIA. NOT AVAILABLE WEEKENDS.

C. NAME AND ADDRESSES REQUESTED FROM RCO BONN FOR TECHNICIANS UNCLASSIFIED

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AND WILL BE PROVIDED OIC WHEN CONFIRMED.

4. COMMUNICATIONS

YES, TIE LINES EXIST BETWEEN BOTANIC BUILDING AND MISSION. ADVISE ROOMS IN BOTANIC BUILDING DESIRED FOR SECRETARIES SO ARRANGEMENTS CAN BE MADE FOR RELOCATION OF TELEPHONES.

7. NAMES OF PERSONS WITH CONFIRMED RESERVATION AS OF JANUARY 26

PROVIDED TO MCGINNESS.

13. FOLLOWING IS REVISED ESTIMATED ADMINISTRATIVE SUPPORT
BUDGET BASED ON USE OF FACILITIES AT THE BOTANIC BUILDING:

A. OFFICES - DELETED.	
B. OVERTIME -	- \$5,582.
C. CONTRACT SERVICES	- \$32,430
8-U.S. SECRETARIES \$19,690	
1 -U.S. COURIER 3,000	
3. -MESSENGERS 4,500	
3 - XEROX OPERATORS 5,250	
D. OFFICE FURNISHINGS	-\$5,000
E. OFFICE MACHINES	-\$50,110
TYPEWRITERS - DELETED.	
COPIER WITH SORTERS \$ 885	
COPIER PAPER \$49,225	
F. VEHICLES	- \$30,403
G. MISCELLANEOUS	- \$ 4,300
ESTIMATED TOTAL:	\$127,825

15.FREDERIC W. FLOTT, IO/OIC, CONCURS WITH ABOVE INFORMATION.

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